

To: Deener, Kathleen[Deener.Kathleen@epa.gov]
From: Burke, Thomas
Sent: Mon 6/6/2016 4:54:47 PM
Subject: Fwd: Speaker Updates for NEHA/HUD
AEC Speaker Collateral Upload Instructions 2016 06 02.pdf
ATT00001.htm

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Begin forwarded message:

From: "lbrister@neha.org" <lbrister@neha.org>
To: "Burke, Thomas" <Burke.Thomas@epa.gov>
Subject: Speaker Updates for NEHA/HUD

Hello Presenter,

We are just one week away from the kick off to the 2016 Annual Educational Conference and HUD Healthy Homes Conference presented by the Green & Healthy Homes Initiative in San Antonio, Texas!

I have attached instructions to this email on how to upload your PowerPoint presentations to the Meeting App that attendees will be able to view. This is not required, but encouraged since attendees may want to reference your presentation post-conference. Your presentations will not be loaded ahead of time on the provided laptops, so please remember to bring your presentation with you on a flash drive.

While you are on the app uploading your collateral, please make sure your presentation reflects correctly and you know the time and room your session will take place. There will be a speaker ready room at both locations: Conference Room 6 at the Marriott Rivercenter on Monday and Tuesday and Guadalupe Room at the Hyatt Regency on Wednesday and Thursday.

- If you were not able to register while available online, registration will open Sunday afternoon for on-site registration till 5 and each day after that.
- If you did not add your speaker bios into Mira when submitting/updating your abstracts, please bring along with you and provide to the moderator in your speaker room.
- For sustainability reasons, speaker certificates will not be provided at the conference. If you request a certificate, please email me AFTER June 16th with your mailing address and

one will be sent to you.

- Promote your session on social media using #nehaacc.
- And most importantly, have fun!

I will be in San Antonio Thursday and will not be on email as often, so please save my mobile number in your phone – 303.359.0350.

I want to thank you all for being part of this year's conference. It has been wonderful working with all of you, and I am looking forward to seeing you soon!

Best,
Laura

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